

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)			THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET ASIDE			PAGE 1 OF 3	
1. REQUEST NO. DTRT57-06-Q-80085		2. DATE ISSUED 07/18/2006		3. REQUISITION/PURCHASE REQUEST NO. 3C-5001		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG.1	
5a. ISSUED BY U.S. DOT/RITA/Volpe Center Contracts & Small Business Programs 55 Broadway RTV-6D2 Cambridge MA 02142-1001						6. DELIVERY BY (Date) 545 Days After Award	
						7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
						9. DESTINATION	
						a. NAME OF CONSIGNEE U.S. DOT/RITA/Volpe Center	
5b. FOR INFORMATION CALL: (No collect calls)						b. STREET ADDRESS 125 Munroe Street Receiving Dock	
NAME Karen Marino		AREA CODE 617		TELEPHONE NUMBER NUMBER 494-2437			
8. TO:							
a. NAME			b. COMPANY				
c. STREET ADDRESS						c. CITY Cambridge	
d. CITY			e. STATE		f. ZIP CODE		d. STATE MA
							e. ZIP CODE 02142-1001
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 07/21/2006 1500 ET		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					

11. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<p>Cape Cod Flex Route Strategic Planning and Implementation, in accordance with the attached Statement of Work (SOW)</p> <p>When award is made a Firm Fixed Price Purchase Order is anticipated.</p> <p>CLINs 0008 and 0009 are option line items, which may or may not be exercised.</p> <p>When submitting your proposal please limit the technical approach to 10 pages and the entire proposal to 20 pages.</p> <p>Please provide two copies of the technical</p> <p>Continued ...</p>				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations ☐ are ☐ are not attached

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE	
b. STREET ADDRESS						
c. COUNTY						
d. CITY			e. STATE	f. ZIP CODE	c. TITLE (Type or print)	
					NUMBER	

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition not usable

STANDARD FORM 18 (REV. 6-95)
Prescribed by GSA - FAR (48 CFR) 53.215-1(a)

CONTINUATION SHEET

 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 DTRT57-06-Q-80085

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	proposal and two copies of the cost proposal.				
	Period of Performance: 06/22/2006 to 12/31/2006				
0001	Provide Marketing Services for Flex Bus Route (Not Separately Priced)	1	EA		
0001AA	Project Director	250	HR		
0001AB	Community Outreach Manager	125	HR		
0001AC	Media Buyer/Schedule	80	HR		
0002	Fall/Winter/Spring Flex Brochure (Design, Printing)	1	EA		
	Period of Performance: 07/31/2006 to 12/31/2006				
0003	Fall/Winter/Spring Pocket Schedule (Design, printing)	1	EA		
	Period of Performance: 07/31/2006 to 12/31/2006				
0004	Upgrade/update web site	1	EA		
	Period of Performance: 07/31/2006 to 12/31/2006				
0005	Print and Broadcast Advertising	1	EA		
	Period of Performance: 07/31/2006 to 12/31/2006				
0006	Direct Mail (Design, printing, handling, postage)	1	EA		
	Period of Performance: 07/31/2006 to 12/31/2006				
0007	Revise Community Posters (Revised Design, printing)	1	EA		
	Period of Performance: 07/31/2006 to 12/31/2006				
0008	On-Board Customer Surveys (Option Line Item)	1	EA		
	Period of Performance: 07/31/2006 to 10/01/2007				
	Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
DTRT57-06-Q-80085

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0009	Public Opinion Survey of Lower/Outer Cape (Option Line Item) Period of Performance: 07/31/2006 to 10/01/2007	1	EA		
0010	Special Events Period of Performance: 07/31/2006 to 12/31/2006	1	EA		
0011	News Releases Period of Performance: 07/31/2006 to 12/31/2006	1	EA		
0012	Ad Shell Period of Performance: 07/31/2006 to 12/31/2006	1	EA		
0013	Multiple Ride Pass Stickers Period of Performance: 07/31/2006 to 12/31/2006	1	EA		
0014	Ride and Walk to Work Period of Performance: 07/31/2006 to 12/31/2006 Solicitation Representation and Certifications are no longer provided within the solicitation and must be submitted on-line through On-Line Representations and Certifications Application (ORCA). ORCA is a web based system that centralizes and standardizes the collection, storage and viewing of the Representations and Certifications required by the Federal Acquisition Regulations. Potential offerors are highly encouraged to complete the on-line provisions within the Representations and Certifications at https://orca.bpn.gov . Attachments: Attachment No. 1 - Statement of Work Attachment No. 2 - Terms and Conditions	1	EA		

CAPE COD FLEX ROUTE STRATEGIC PLANNING AND IMPLEMENTATION STATEMENT OF WORK

1.0 BACKGROUND

The U.S. Department of Transportation's Volpe National Transportation Systems Center (Volpe Center) collaborated with the National Park Service (NPS) to develop the Long-Range 25-Year Plan for Alternative Transportation Systems (ATS) to, from, and within the NPS Cape Cod National Seashore (CACO), which was finalized in May 2003. The Volpe Center developed this Long-Range Plan in concert with the Cape Cod Commission (Commission), the Cape Cod Regional Transit Authority (CCRTA), and other statewide, regional, and local organizations. This planning effort builds on current plans and proposals, and also focuses on needed partnering opportunities, and operational and capital improvements. In addition, the Volpe Center produced the Cape Cod Transit Task Force (CCTTF) Five-Year Public Transportation Plan, which was finalized in June 2002. Both of these planning efforts utilized NPS funds, and were intended to serve as a catalyst for procuring NPS ATS capital funding, as well as capital funding from other federal and state sources.

The NPS, the Commission, the RTA, Barnstable County, and Cape Cod towns have all either developed, or are developing plans, to address short and long term growth issues on Cape Cod. These include the CACO General Management Plan (GMP), Regional Policy Plan, Long Range Transportation Plan, and Local Comprehensive Plans. Transportation is a major factor in all of these plans. Transportation goals, objectives, and in some cases recommendations, have been drafted and approved. The recommendations in the Volpe Center produced plans are designed to address these goals, objectives and recommendations.

Planning efforts have been cooperative, involving a broad array of stakeholders. The CCTTF provided a catalyst for systematic cooperative transportation planning on Cape Cod, but this effort is itself a continuation of partnerships that have been established over the past several decades. The recommendations in Volpe Center planning efforts are designed to address goals and objectives included in plans developed by the NPS, the CCRTA, the Commission, the CCTTF, and Outer Cape communities. This Plan provides summary information on Plans developed by the National Park Service, the Commission, the CCTTF, and Outer Cape Cod town's Local Comprehensive Plans.

Participants at Transit Summits, in CCTTF efforts, and representatives of Cape Cod communities have identified the need for better public transportation access in and between the Outer Cape Cod communities. Based on this information, Volpe Center staff developed route recommendations for local and express service to these communities. Called FlexRoute, it is a hybrid service that incorporates a traditional transit bus service (with a defined route, schedule, and bus stops) and a "route deviation" concept that allows the bus to serve areas up to a mile from the defined route. This "route deviation" allows the service to reach more people and more places they want to go. It

Flexible Features Include: Demand Response Service with an expected 2 hour reservation requirement (b-Bus is currently the day before) On-Demand” Stops – Activity Centers near the “fixed” route that you can ask to be dropped off and picked up with no reservation required.

Traditional Features Include: Fixed Route Stops – Designated stops along the defined fixed route served by scheduled service. These will include designated “time points” with scheduled arrivals and departures and designated intermediate stops with less precise schedules.

Routes serve Harwich, Brewster, Orleans, Eastham, Wellfleet, Truro, and Provincetown. In most cases service on the proposed routes would be expanded during the Summer months, between Memorial and Labor Day. For the Outer Cape transit system, CACO is currently competing nationwide for the following dedicated capital ATP funding items: Bus procurements; Alternative Transportation Facility Design Prototypes; Developing transportation modeling to assist in further refining the proposed Outer Cape transit system, and National Environmental Policy Act (NEPA) (in concert with the NPS Director’s Order 12) compliance to ensure that all environmental regulations are met.

The bus procurement consists of twelve 27-passenger, mid-size, low floor transit buses, using alternative clean burning fuels (as well as a 10 percent contingency factor). Total procurement cost is anticipated to be \$3.4M. In order for this bus procurement to be feasible, it is necessary to conduct strategic marketing planning and outreach to local communities to discuss and highlight Volpe Center recommendations, and ensure that there is vast awareness of this service during its initial year of operation during summer 2006. The need for strategic planning and implementation centers around developing (1) a strategy and outreach, and (2) communications and awareness, all to be completed during the summer and fall of 2006. This will set the stage for a larger regional, national and international marketing effort for the FlexRoute system in 2007.

2.0 OBJECTIVE

The objective of this procurement is to obtain the services of a Strategic Marketing expert to support the Volpe Center and its sponsor the Cape Cod National Seashore with developing and implementing robust marketing activities to support the recommended Outer Cape Cod FlexRoute transit bus service.

3.0 DELINEATION OF TASKS

3.1 Fall/Winter/Spring Flex Brochure

This fundamentally important product is the rider’s source of information about Flex services.

Keying off the success of the summer schedule, the contractor will modify the design to reflect customer comments and suggestions. The contractor will update timetables to reflect new hourly service, and will add timetables of connecting services.

The schedule will be professionally designed and printed in four colors, both sides, on 70 lb. glossy stock. It will fold into itself to present a 4" x 9 final product, suitable for display in brochure racks. It is anticipated that 35,000 copies of the brochure will be professionally printed and distributed in the community.

3.2 Fall/Winter/Spring Pocket Schedule

As a supplement to the main brochure, the contractor will design, print and distribute handy pocket-sized *Flex* schedules. These will contain the basic information the rider needs to use the bus, timetable and routing.

The pocket schedules will be 4 ½" x 14 ¾", contain five panels and fold to a finished size of 3" x 4 ½". They will be professionally designed, based on the summer pocket schedule, and printed in quantities of 25,000. They will be distributed in the community and by drivers aboard the *Flex* buses.

3.3 Upgrade/update web site

The new Flex web site, www.TheFlex.org, must be continually updated to meet evolving consumer needs and to provide up-to-the-minute information about changing Flex routes and schedules. As RTA policies evolve, the web site functions as a vital means of instant communications with riders and others in the community.

The web site will be professionally updated on a continuous basis in both practical design and content. The contractor will add a "FAQ" page where passengers can get answers to everyday questions about using Flex. The contractor will also add a special page for park & ride sites, along with maps showing their locations.

In all cases, the graphics and text will be accessible online to people with disabilities under terms of the Americans with Disabilities Act.

3.4 Print and Broadcast Advertising

To raise awareness of Flex and build ridership, the contractor will extend the current multi-media advertising plan to the third week of November 2006.

The contractor will purchase print advertising in the Lower/Outer Cape regional weekly newspaper, *Cape Codder*, the weekly *Provincetown Banner* and the daily *Cape Cod Times*. In the *Times*, The contractor will purchase ad space in the Friday Cape Week

entertainment/recreation tabloid between July and Labor Day, and in regular editions from July through the week after the Columbus Day weekend.

In addition, 60-second Flex ads will be placed on four radio stations serving the Cape: top-rated WQRC-FM, WOCN-FM that reaches a middle-aged demographic, 96.3 The Rose-FM that reaches youth and low-income women, and WOMR-FM, Provincetown's community radio station.

The contractor will make a limited two-week buy with Comcast cable TV on those networks that reach the target audience. For detail see accompanying ad grid.

3.5 Direct Mail

To directly reach a Lower/Outer Cape Cod audience, the contractor will undertake a direct mail campaign to approximately 9,300 households in September. Each household will receive a fall Flex schedule along with a free ride coupon. The 9,300-household list will be purchased from a professional mail house and targeted to reach senior households, low-to-moderate income workers and families with children 6-16.

The direct mail piece will be professionally designed and printed in four colors, and inserted into a #10 envelope with four-color printing, postage stamps (not an indicia or meter) and a slogan to encourage people to open the envelope.

3.6 Revise Community Posters

To create on-street and in-store awareness of Flex's new hourly schedule, the contractor will design, print and distribute a four-color, 11" x 17" poster in quantities of 250. The poster will communicate the Flex brand and slogan, its web address and toll-free customer service number. It will be professionally designed and printed to top quality standards.

3.7 On-board Customer Surveys

To gauge public opinion about Flex services, the contractor will conduct clipboard surveys on board Flex buses with Flex passengers. The survey will be about 10 questions long and seek to determine rider's opinions on service, schedule, driver courtesy, bus condition, on-time performance, demographics and other factors.

The surveys will be conducted by volunteers from Cape Cod AmeriCorps and by interns assigned by the state's MassRides ridesharing advocacy program. The goal is to complete 100-150 surveys.

The surveys will be tabulated, and a report will be written for review by the RTA and the Flex Working Group. The results will be used to influence service changes and improvements in the fall.

3.8 Public Opinion Survey of Lower/Outer Cape

To ensure that the opinions of Flex non-riders and others are taken into account, the contractor will conduct a scientifically valid public opinion survey of Lower/Outer Cape residents regarding Flex service during the fall.

The contractor will reach out by telephone to complete a sufficient number of interviews to provide a representative sampling of the views of the entire Lower/Outer Cape population. This is expected to require a minimum of 400 completed interviews.

The contractor will provide a comprehensive briefing and report on the results of the survey, along with cross tabulations, to enable Flex decision-makers to make service changes that meet the needs of and attract potential riders.

3.9 Special Events

Throughout the six month period, Flex buses will have a presence at special events in the Lower/Outer Cape community to help build community awareness and ridership. While all of these events have not yet been scheduled, examples include giant flea markets at the Wellfleet Drive-In, special beach events at the Cape Cod National Seashore, Labor Day-related events and an October event that will be created to coincide with the extension of direct Flex service to Provincetown. Funds will be used to promote and produce events.

3.10 News Releases

As Flex services evolve from half-hour to hourly service in the fall and as new stops are exchanged for old stops, it will be necessary to inform the riding and non-riding community with news releases sent to local print and broadcast media. These funds will be used to buy two ads in the *Cape Codder* and the *Provincetown Banner* for such purposes.

3.11 Ad Shell

The most effective and economical way to launch a new fall and winter ad campaign for print media is to have a graphic designer create an ad “shell” or a creative frame into which changing copy is inserted over time. Having an ad shell also contributes to a consistent and recognizable look for the Flex brand. The contractor will provide a professional ad shell.

3.12 Multiple Ride Pass Stickers

The Cape Cod RTA is planning to introduce new multiple-ride and unlimited-ride passes for Flex passengers during this period, to provide a discount fare incentive for frequent riders. The

marketing program will support that initiative with strategic direction and by printing 5,000 lapel stickers for use by bus drivers, frequent riders and others in the community. The stickers, in the two flex colors, will be about 3” in diameter.

3.13 Ride & Walk to Work

The key to building Flex ridership is to promote use of the bus for journey-to-work commuting on the Lower/Outer Cape. The marketing program will support the work of the Outreach Coordinator with printed materials that promote “Ride & Walk to Work.” These materials will be developed in cooperation with participating employers and may include fliers, lapel stickers and paycheck stuffers. All materials will be printed in the two Flex colors on glossy stock in quantities of about 500.

4.0 DELIVERABLES AND SCHEDULE

The deliverables will be a monthly report incorporating materials from multiple information sources documenting and detailing the activities and milestones from the Tasks identified in 3.1. In addition, the reports will provide the Volpe Center information it will use for other Cape Cod tasks including ITS planning, regional transportation planning, assistance to the Cape Cod National Seashore in identifying future planning/capital purchase strategies, and a possible Environmental Assessment.

4.1 Deliverables and Budget Schedule

The successful bidder will commit an average of fifteen-twenty hours per week to the project over 25 weeks from project commencement. It should be noted that there will be a heavy emphasis for marketing materials during the summer 2006 season.

<u>Deliverables</u>	<u>Due Date</u>
(1) Monthly report	30 days from project commencement, then monthly
(2) Final Report to Volpe Center	30 days from conclusion of project

VOLPE CENTER/ACQUISITION MANAGEMENT DIVISION (AMD)
TERMS AND CONDITIONS—SIMPLIFIED ACQUISITIONS

[REMINDER: Offerors and Contractors may obtain information on central contractor registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.]

FAR 52.213-4 Terms and Conditions – Simplified Acquisitions FEB 2006

(Other Than Commercial Items)

(c) FAR 52.252-2 Clauses incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these address(es):

www.arnet.gov/far; www.dot.gov/ost/m60/tamtar; farsite.hill.af.mil/vffar.htm.

[DELETE: 52.232-34 as the Volpe Center Payment Office uses the CCR database.]

FAR 52.204-7 Central Contractor Registration OCT 2003

The following clauses marked with an "X" also apply to this RFQ/award. Those clause fill-ins noted with an asterisk (*) require completion by the contractor. Otherwise the Government is required to complete all fill-ins.

NUMBER	TITLE	DATE
<input type="checkbox"/> 52.207-5	Option to Purchase Equipment	FEB 1995
<input type="checkbox"/> 52.211-16	Variation in Quantity _____% Increase, _____% Decrease Applies to: _____	APR 1984
<input type="checkbox"/> 52.213-2	Invoices	APR 1984
<input checked="" type="checkbox"/> 52.213-3	Notice to Supplier	APR 1984
<input checked="" type="checkbox"/> 52.217-6	Option For Increased Quantity <i>Insert the period of time for exercising the option:</i> <u>Within 30 days before the contract expires.</u>	MAR 1989
<input type="checkbox"/> 52.217-8	Option to Extend Services <i>The written notice to exercise the option will be issued within:</i> <u>30 days before the contract expires.</u>	NOV 1999
<input checked="" type="checkbox"/> 52.217-9	Option to Extend the Term of the Contract <i>Insert the period of time within which the CO may exercise the option and give preliminary written notice:</i> <u>30 and 60 days respectively before the contract expires</u> (c) _____ <i>[Insert the total duration of the contract.]</i>	MAR 2000
<input type="checkbox"/> 52.219-3	Notice of Total HUBZone Set-Aside	JAN 1999
<input type="checkbox"/> 52.219-5	Very Small Business Set-Aside <i>Insert the Designated SBA District: _____</i> <input type="checkbox"/> Alternate I <input type="checkbox"/> Alternate II	JUN 2003
<input type="checkbox"/> 52.219-6	Notice of Total Small Business Set-Aside <input type="checkbox"/> Alternate I	MAR 1999 JUN 2003
<input type="checkbox"/> 52.219-14	Limitations on Subcontracting	JUN 2003
<input type="checkbox"/> 52.222-43	Fair Labor Standard Act and Service Contract Act- Price Adjustment (Multiple Year and Option Contracts)	OCT 1995 DEC 1996
<input type="checkbox"/> 52.222-47	SCA Minimum Wages & Fringe Benefits <i>Contractor: _____</i> <i>Union: _____</i>	MAY 1989

<input type="checkbox"/> 52.222-48*	Exemption from Application of Service Contract Act Provisions for Contracts for Maintenance, Calibration, and/or Repair of Certain Information Technology, Scientific and Medical and/or Office and Business Equipment – Contractor Certification *Offeror completes certification: <u>Certification</u> The Offeror certifies <input type="checkbox"/> does not certify <input type="checkbox"/> that equipment to be serviced are commercial items; services to be provided are at established catalogue prices; and contractor uses same compensation plan for all employees.	AUG 1996
<input type="checkbox"/> 52.223-6	Drug Free WorkPlace (Individuals)	MAY 2001
<input type="checkbox"/> 52.223-12	Refrigeration Equipment And Air Conditioners	MAY 1995
<input type="checkbox"/> 52.225-3	Buy American Act- North American Free Trade Agreement – Israeli Trade Act <input type="checkbox"/> Alternate I <input type="checkbox"/> Alternate II	JUN 2003 MAY 2002 MAY 2002
<input checked="" type="checkbox"/> 52.227-14	Rights in Data-General	JUN 1987
<input type="checkbox"/> 52.227-19	Commercial Computer Software-Restricted Rights	JUN 1987
<input type="checkbox"/> 52.227-23	Rights to Proposal Data (Technical) <i>Insert page numbers excluded from unlimited Government Rights: Except for data contained on pages _____</i> <i>Insert date of proposal: Proposal dated _____</i>	JUN 1987
<input type="checkbox"/> 52.232-2	Payments Under Fixed-Price Research and Development Contracts	APR 1984
<input checked="" type="checkbox"/> 52.232-18	Availability of Funds	APR 1984
<input type="checkbox"/> 52.237-2	Protection of Government Buildings, Equipment, and Vegetation	APR 1984
<input type="checkbox"/> 52.245-2	Government Property (Fixed Price Contracts)	JUN 2003
<input type="checkbox"/> 52.245-4	Government-Furnished Property (Short Form)	JUN 2003
<input type="checkbox"/> 52.246-1	Contractor Inspection Requirements	APR 1984
<input type="checkbox"/> 52.246-16	Responsibility for Supplies	APR 1984
<input type="checkbox"/> 52.247-35	F.O.B. Destination, Within Consignee's Premises	APR 1984
<input checked="" type="checkbox"/> 52.249-8	Default (Fixed-Price or Service)	APR 1984

OTHER FAR CLAUSES which apply to this award.

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

☒ **52.252-6 Authorized Deviations in Clauses (APR 1984)**

- (a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.
- (b) The use in this solicitation or contract of any Transportation Acquisition Regulation (48 CFR Chapter 12) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

☐ **52.219-17 Section 8(a) Award (DEC 1996) (DEVIATION)**

- (a) By execution of a contract, the Small Business Administration (SBA) agrees to the following:

(1) **(DELETED)**

(2) Except for novation agreements and advance payments, delegates to the RSPA/Volpe Center the responsibility for administering the contract with complete authority to take any action on behalf of the Government under the terms and conditions of the contract; provided, however that the contracting agency shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the contract.

(3) That payments to be made under the contract will be made directly to the subcontractor by the contracting activity.

(4) To notify the RSPA/Volpe Center Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(5) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the cognizant Contracting Officer under the "Disputes" clause of the subcontract.

(b) The offeror/subcontractor agrees and acknowledges that it will, for and on behalf of the SBA, fulfill and perform all of the requirements of the contract.

(c) The offeror/subcontractor agrees that it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the cognizant Contracting Officer of the RSPA/Volpe Center.

(e) **(NEW)** This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to the Memorandum of Understanding between the Small Business Administration (SBA) and the Department of Transportation (DOT). SBA does retain responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:

☐ **52.222-42 -- Statement of Equivalent Rates for Federal Hires (MAY 1989)**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:
It is not a Wage Determination*

Employee Class	Monetary Wage -- Fringe Benefits

☐ **52.223-11 -- Ozone-Depleting Substances (MAY 2001)***

(a) *Definition. "Ozone-depleting substance,"* as used in this clause, means any substance the Environmental Protection Agency designates in 40 CFR Part 82 as--

(1) Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or

(2) Class II, including, but not limited to hydrochlorofluorocarbons.

(b) The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d) and 40 CFR Part 82, Subpart E, as follows:

Warning

**Contains (or manufactured with, if applicable) * _____,
a substance(s) which harm(s) public health and environment by destroying ozone in the upper
atmosphere.**

* The Contractor shall insert the name of the substance(s).

**Transportation Acquisition Regulation (48 CFR CHAPTER 12) Clauses
(TAR Clauses incorporated by reference)**

NUMBER	TITLE	DATE
<input type="checkbox"/> 1252.211-71	Index for Specifications	OCT 1996
<input checked="" type="checkbox"/> 1252.215-70	Key Personnel and/or Facilities	OCT 1994
<input type="checkbox"/> 1252.222-70	Strikes or Picketing Affecting Timely Completion of the Contract Work	OCT 1994

<input type="checkbox"/> 1252.222-71	Strikes or Picketing Affecting Access to a DOT Facility	OCT 1994
<input type="checkbox"/> 1252.223-70*	Removal or Disposal of Hazardous Substances-Applicable Licenses and Permits *Offeror completes certification: The Contractor certifies that is has *___ does not have *___ all licenses and permits required by Federal, state and local laws to perform hazardous substance(s) removal or disposal services. <i>[Insert period of time for obtaining all requisite licenses and permits]</i> ___ days after award.	DEC 1997
<input type="checkbox"/> 1252.223-71	Accident and Fire Reporting	OCT 1994
<input type="checkbox"/> 1252.223-72	Protection of Human Subjects	OCT 1994
<input type="checkbox"/> 1252.228-70	Loss of or Damage to Leased Aircraft	DEC 1997
<input type="checkbox"/> 1252.228-71	Fair Market Value of Aircraft <i>[Insert fair market value]</i> (a) \$_____	OCT 1994
<input type="checkbox"/> 1252.228-72	Risk and Indemnities	DEC 1997
<input type="checkbox"/> 1252.236-70	Special Precautions for Work at Operating Airports	OCT 1994
<input type="checkbox"/> 1252.237-71*	Certification of Data *Offeror completes certification: Signature: _____ Date: _____ Typed Name and Title: _____ Company Name: _____	JAN 1996
<input type="checkbox"/> 1252.237-72	Prohibition on Advertising	JAN 1996
<input type="checkbox"/> 1252.242-71	Contractor Testimony	OCT 1994
<input type="checkbox"/> 1252.247-72	F.O.B. Origin Only	OCT 1996
<input checked="" type="checkbox"/> 1252.247-73	F.O.B. Destination Only	OCT 1996
<input type="checkbox"/> 1252.247-77	Supply Movement in the Defense Transportation System	OCT 1996

Other TAR Clauses which apply to this award:

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

VOLPE CENTER CLAUSES**☒ Volpe 197 --- DOT Information Security Requirements (APR 2003)****1. Access to Sensitive Information.**

- a. Work under this contract may involve access to sensitive information, as described in paragraph d below, which shall not be disclosed by the contractor unless authorized by the contracting officer. To protect sensitive information, the contractor shall provide training to any contractor employee authorized access to sensitive information and, upon request of the Government, provide information as to an individual's suitability to have such authorization. Contractor employees found by the Government to be unsuitable or whose employment is deemed contrary to the public interest or inconsistent with the best interest of national security, may be prevented from performing work under the particular contract when requested by the contracting officer.
- b. The contractor shall ensure that contractor employees are: (1) citizens of the United States of America or an alien who has been lawfully admitted for permanent residence or employment (indicated by immigration status) as evidenced by Immigration and Naturalization Service documentation; and (2) have background investigations in accordance with DOT Order 1630.2B, Personnel Security Management.
- c. The contractor shall include the above requirements in any subcontract awarded involving access to Government facilities, sensitive information, and/or resources.
- d. Sensitive Information is proprietary data or other information that, if subject to unauthorized access, modification, loss or misuse could adversely affect national interest, conduct of Federal programs, or privacy of individuals specified in the Privacy Act, but has not been specifically authorized to be kept secret in the interest of national defense or foreign policy under an Executive Order or Act of Congress."

2. Information Technology (IT) Services.

- a. The contractor shall be responsible for IT security for all systems operated by or connected to a DOT network, regardless of location. This includes any IT resources or services in which the contractor has physical or electronic access to DOT's sensitive information that directly supports the mission of DOT (e.g., hosting DOT e-Government sites or other IT operations). If necessary, the Government shall have access to contractor and any subcontractor facilities, systems/networks operated on behalf of DOT, documentation, databases and personnel to carry out a program of IT inspection (to include vulnerability scanning), investigation and audit to safeguard against threats and hazards to DOT data or IT systems.
- b. Within 30 days of contract award, the contractor shall develop and provide to the Government for approval, an IT Security Plan which describes the processes and procedures the contractor will follow in performance of this contract to ensure the appropriate security of IT resources developed, processed, or used under this contract. This Plan shall be written and implemented in accordance with applicable Federal laws including: The Computer Security Act of 1987 (40 U.S.C. 1441 et seq.), the Clinger-Cohen Act of 1996, and the Government Information Security Reform Act (GISRA) of 2000 and meet Government IT security requirements including: OMB Circular A-130, Management of Federal Information Resources, Appendix 111, Security of Federal Automated Information Resources; National Institute of Standards and Technology (NIST) Guidelines; Departmental Information Resource Management Manual (DIRMM) and associated guidelines; and DOT Order 1630.2B, Personnel Security Management.
- c. The contractor shall screen their personnel requiring privileged access or limited privileged access to systems operated by the contractor for DOT or interconnected to a DOT network in accordance with DOT Order 1630.2B, Personnel Security Management and ensure contractor employees are trained annually in accordance with OMB Circular A-130, GISRA, and NIST requirements with a specific emphasis on rules of behavior.

- d. The contractor shall immediately notify the contracting officer when an employee terminates employment that has access to DOT information systems or data.
- e. The contractor shall include the above requirements in any subcontract awarded for IT services.
- f. IT means any equipment or interconnected system or subsystem of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information and as further defined in OMB Circular A-130 and the Federal Acquisition Regulation Part 2.